

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0409789**
POSITION NO: **203311**
POSITION TITLE: _____

DATE POSTED: **01/20/15**
CLOSING DATE: **02/02/15**

Ranger Dispatcher

DEPARTMENT NAME / WORKSITE: **DNR/Department of Resource Enforcement/Window Rock, AZ**
WORK DAYS: Monday to Friday REGULAR FULL TIME: ☒ GRADE/STEP: AB56A
WORK HOURS: 8:00 AM to 5:00 PM PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 20,300.80 PER ANNUM
SEASONAL: ☐ DURATION : _____ \$ 9.76 PER HOUR
TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Operates a variety of radio communications and other equipment to locate and dispatch ranger units to assist the public, entities and other law enforcement agencies; maintains and updates a variety of logs, records, and forms required to provide accurate record of activities and actions, monitors equipment status and reports malfunctions or failures.

Answers telephone; receives and assists the general public; disseminates information; coordinates communications between ranger units, supervisors, other law enforcement agencies and the public; orders, and radio shift reports; maintains constant check on location of ranger units by radio.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma or GED; and one (1) year of dispatch communications; clerical or public contact experience.

Preferred Qualifications:

- Current law enforcement dispatch certification from a qualified law enforcement training center.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Must be eligible to receive and maintain dispatcher's certification.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Work involves a minimum of physical effort in an office setting; that may at times be strenuous, requiring continuous physical effort for long periods; duties may require evening, night, weekends and other irregular duty hours and significant overtime duty. Must be fluency in both Navajo and English languages as a condition of employment. Knowledge of the Navajo cultural and natural resource management, preparing and maintaining accurate records, reports and files. Communicate effectively, act promptly and use good judgment in emergencies, deal tactfully with and inspire public confidence while enforcing rules and regulations. Ability to understand and follow oral and written directions.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.